

# Excursion Grant

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## Purpose

The Excursion Program provides matching funds to South Dakota organizations to assist in transportation costs for taking K-12 students and persons with disabilities to programs co-sponsored by the South Dakota Arts Council in another town.

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## Eligible

Funds are limited to the transportation of:

- K-12 students
- Persons with disabilities

Nonprofit organizations designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, public and private K-12 schools, or nonprofit education institutions. Organizations not meeting this requirement may apply under the auspices of a qualifying organization, which then becomes responsible for all fiscal and contractual agreements.

Each Excursion must include a minimum of eight K-12 students and/or persons with disabilities, traveling at least 80 miles round trip. If private cars are used, it is expected that at least four people, including a chaperone, will be transported in each.

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## Deadline

All materials must be postmarked at least 15 days prior to the beginning date of the proposed activity.

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## Grant Amount

Up to 50% of the total amount of cash transportation cost will be paid by the Council. No more than \$500 may be awarded to an organization within a fiscal year.

If private vehicles are used for the Excursion, transportation cost should be computed using the state rate of 29¢ per mile, per vehicle. If an alternative mode of transportation is used (i.e. charter bus, rental van, etc.), a copy of the rental agreement which includes the transportation cost, must be submitted with this application.

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## Application Procedure

One signed copy of the application on page 107 must be submitted. In completing the application form, refer to the Grant Application Codes on pages 13-16.

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## Criteria for Awarding Grants

Applications are reviewed by staff with consideration given to the following:

- Complete application form.
- Meeting all guidelines.
- Traveling to a program sponsored by a South Dakota Arts Council funded organization or a program receiving South Dakota Arts Council support.

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## Evaluation

Evaluations are due 30 days after the Excursion. Information required on the Evaluation Form includes description and comments on the activity, a rating (with explanation) of program attended, actual number of individuals benefiting, and financial report.

If an evaluation is not received in the Council office 30 days after the Excursion, funds will no longer be available.

## South Dakota Arts Council

800 Governors Drive  
Pierre, SD 57501-2294  
(605) 773-3131 or 1-800-423-6665  
Website: [www.sdarts.org](http://www.sdarts.org)

## Excursion Grant Application

Before completing the application, please read page 105 for *grant guidelines* and pages 11-12 for the *Glossary*. Make a copy of the entire application packet for your files before submitting.

Applicant Organization (Please type or print)

TIN Number

Address

City/State/Zip

County

Telephone

E-mail Address

The person in charge of this excursion:

Contact Person

Daytime Phone

Evening or Message Phone

Address

City/Town

State

Zip

### Grant Application Codes (see Pages 13-16):

Applicant Status \_\_\_\_\_

Applicant Institution \_\_\_\_\_

Applicant Discipline \_\_\_\_\_

Project Discipline \_\_\_\_\_

Type of Activity \_\_\_\_\_

Arts Education \_\_\_\_\_

Project Descriptors \_\_\_\_\_

Project Race \_\_\_\_\_

Grantee Race \_\_\_\_\_

Event to be attended: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Mileage from \_\_\_\_\_ to \_\_\_\_\_

(Our Town)

(Location of Event)

and back (round trip) is \_\_\_\_\_.

We will transport \_\_\_\_\_ persons in \_\_\_\_\_ vehicles.

Total transportation cost is \$ \_\_\_\_\_

Grant Request \$ \_\_\_\_\_

(No more than 50% of total transportation cost up to a maximum of \$500.)

If approved, the authorizing official will be sent an Excursion Evaluation form. Payment will be made upon receipt of the Evaluation form in the South Dakota Arts Council office.

**No funding will be granted unless the Evaluation is received within 30 days after the Excursion.**

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official: \_\_\_\_\_

Signature & Title

Date

Address

City/Town

Zip

Telephone

# Artist Documentation

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## Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

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## General Information

Artistic documentation submitted for review is an important component of your application. Keep in mind that review panels may not be familiar with the artist's work and base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Panelists generally prefer to review work completed no more than two years prior to the application deadline. Sample work should be consistent with your application request.
- A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
- If you have any questions about the acceptability of support materials, call the Council office.

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## Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Tapes should be cued to the section you want reviewed.

Up to five pages of other documentation including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants must submit slides or Windows XP compatible digital slides on CD-ROM following labeling procedures under the visual arts documentation section. Slide documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of other documentation including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of other documentation including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Do not reduce type size or crowd the pages of your work samples with so much material that it is difficult to read or appears to violate the spirit of the length requirement.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

### Poetry

Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages in length.

### Prose

Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of other documentation including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Media Arts

Media Arts include film, video, audio, and computer arts, but not photography and holography, which are referred to the Visual Arts Panel.

Applicants may submit no more than two complete works on videotape (VHS only), CD, DVD, or audio cassette. Tapes should be cued to the section you want reviewed. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if your video has sound.

Because panelists must review documentation from a large number of applicants in a limited amount of time, please limit your cued sample sections to no more than 15 minutes.

Up to five pages of other documentation including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

### Performance

Applicants must submit works on videotape (VHS only), CD, DVD, or audio cassette of representative works, 10-15 minutes in length, clearly labeled with name of performers, instruments (voice or otherwise), name of works and composers, duration of each work, and date of taping and/or composition. Tapes must be cued to the section you want reviewed. Lengthy periods of applause or narration should be omitted.

### Composition

In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other documentation including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Tapes should be cued to the section you want reviewed.

Up to five pages of other documentation including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Visual Arts

Visual arts include drawing, painting, printmaking, sculpture, photography, holography, crafts and mixed-media. Applicants must submit 10 slides in 9" x 12" plastic sheets, each slide in its own pocket. Number and label slides on the front of each, indicating which is the top of the artwork shown in the slide, include the title you have listed on the application form and your name. Indicate the slide number to correspond with the titles you have listed on the application form. On the application form include the slide number, title, medium, size or scale, materials and date of completion. Do not submit glass mounted slides. Correct labeling ensures that your slides will be properly projected. Slides are preferred, but high quality, Windows XP compatible digital slides may be submitted.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of other documentation including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.

The diagram shows a rectangular box representing a slide label. Inside the box, the word "Name" is at the top left, and "Title" is directly below it. In the top right corner, there is an upward-pointing arrow. In the center of the box is a smaller rectangle representing the artwork. At the bottom left, the word "Medium" is written, and at the bottom right, "No." is written.

# Glossary

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## Application Form

In completing application forms, use the following definitions as guidelines. Not all terms appear on all application forms.

**TIN Number.** Taxpayer Identification Number. Formerly the Federal Employee Identification (FEI) Number for applicant organizations (tax exempt number).

**Social Security Number.** If applicant is applying for a grant as an individual.

**County.** County of applicant.

**Contact Person.** Person to contact for additional information.

**Project Title.** A title to be used for project publicity.

**Grant Application Codes.** Found on page 13-16.

**Project Period.** Indicate period during which funds will be expended or obligated within fiscal year starting July 1 and ending June 30.

**Dates of Events.** Show confirmed dates of specified arts events.

**Number of Individuals to Benefit.** The total number of artists participating, children and youth benefiting and other direct project beneficiaries and participants.

**Number of Children and Youth to Benefit.** The total number of children and youth (including students, participants, and audience members) benefiting directly from the funded project. This figure should reflect a portion of the total number reported in the individuals benefiting field.

**Number of Artists Participating.** The total number of artists directly involved in providing art or artistic services specifically identified with the project.

**Application Summary.** A brief summary of project or program must be entered in the space provided on the application form.

**Authorizing Official.** Person with authority to legally obligate Applicant.

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## Expenses

### A. Personnel

Personnel - Administrative - Employee salaries, wages and benefits for executive and administrative staff, business managers, fundraisers, clerical and supportive personnel such as maintenance and box office personnel.

Personnel - Artistic - Employee salaries, wages and benefits for artists, instructors, artistic directors, etc. specifically identified with this project.

Personnel - Outside Artistic Fees and Services - Payments for services by artists not normally considered employees of applicant.

Personnel - Other Outside Fees and Services - Payments to firms or persons for non-artistic services such as legal, financial, etc.

**B. Space Rental** - Payments specifically identified with the project for rental of office, theater, gallery and other such spaces.

**C. Travel** - All costs for travel specifically identified with the project at state government rates. Rates at the time of printing: 32 cents per mile; lodging up to \$43 plus tax. After Jan. 1, 2006, up to \$44 plus tax, and after July 1, 2006, up to \$45 plus tax; and meals at \$23 per day in-state. Out-of-state rates: lodging up to \$150 plus tax, and meals at \$33 per day. Touring Artists include shipping costs with travel.

**D. Marketing** - All costs for marketing/publicity/promotion specifically identified with the project. Include costs of newspaper, radio, TV advertising, printing and mailing of brochures, flyers, etc., for promotion and fundraising.

**E. Remaining Operating Expenses** - All expenses identified with project and not entered in other categories. Include utilities, insurance, office expenses such as phone, printing, postage; program expenses such as scripts/scores, sets, royalties, equipment rental, shipping and hauling expenses not entered under "Travel," art and workshop supplies; fundraising expenses. Do not include capital expenditures as defined in Note on page 12.

**F. Total Cash Expenses** - Total of A through E.

**G. In-kind Contributions** - The fair market value of non-cash contributions to the project which are provided by the applicant, volunteers or outside parties at no cash cost to applicant. A dollar value should be assigned to in-kind items such as personnel, space rental, travel, marketing and operating expenses directly benefiting and specifically identifiable to the grant project.

**H. Total Expenses** - Total of Cash Expenses (F above) and In-kind Contributions (G above).

**NOTE: Capital Expenditures** - Expenses for additions to a collection, such as works of art, artifacts, historic documents, etc., the purchase of which is specifically identified with the project or organization, or other expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, drives, parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the project or organization.

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## Income

**I. Admissions** - Revenue derived from sale of admissions, tickets, subscriptions, memberships, etc., for events of project.

**J. Contracted Services** - Revenue derived from fees earned through sale of services, i.e. sale of workshops to other community organizations.

**K. Other** - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions and parking.

**L. Cash Support** - Cash support by businesses, corporations, foundations, individuals, fundraisers and similar sources.

**M. Government Support** - Cash support derived from government grants or appropriations given for the project. Do include other South Dakota Arts Council grants such as Artists In Schools & Communities, Technical Assistance, Professional Development, and Excursion grants. Arts Challenge Grant applicants will include **all** South Dakota Arts Council grants including their previous year Arts Challenge Grant.

**N. Applicant Cash** - Funds from applicant's present and/or anticipated resources budgeted for this project.

**O. Total Applicant Cash Income** - Total of I through N above.

**P. Grant Amount Requested** - Amount requested from South Dakota Arts Council in support of this project, no more than 50% of Total Cash Expenses (F under Expenses).

**Q. Total Cash Income** - Total Applicant Cash (O above) and Grant Amount Requested from South Dakota Arts Council (P above).

**R. Total In-kind Contributions** - Same amount as G under Expenses.

**S. Total All Income** - Total Cash Income (Q above) and Total In-kind Contributions (R above) and should equal H above. NOTE: Do not include income intended for Capital Expenditures.

# Grant Application Codes

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The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

**When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.**

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## Applicant Status

Individual [01]	Government-Regional [06]
Organization-Nonprofit [02]	Government-County [07]
Organization-Profit [03]	Government-Municipal [08]
Government-Federal [04]	Government-Tribal [09]
Government-State [05]	None of the Above [99]

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## Applicant Institution

### Performing Groups

- Performing Group [03]
- Performing Group –  
College/University [04]
- Performing Group – Community [05]
- Performing Group – Youth [06]

### Venues/Presenters

- Cultural Series Organization [47]
- Performance Facility [07]
- Art Museum [08]
- Other Museum [09]
- Fair/Festival [14]
- Gallery/Exhibit Space [10]
- Arts Center [15]
- Cinema [11]

### Councils/Service Groups

- Arts Council/Agency [16]
- Historical Society [28]
- Humanities Council [29]
- Arts Service Organization [17]
- Union/Professional Association [18]

### Media

- Independent Press [12]
- Literary Magazine [13]
- Media – Periodical [42]
- Media – Daily Newspaper [43]
- Media – Weekly Newspaper [44]
- Media – Radio [45]
- Media – TV [46]

### Education Institutions

- School of the Arts [48]
- Arts Camp/Institute [49]
- School District [19]
- Parent-Teacher Organization [20]
- Elementary School [21]
- Middle School [22]
- Secondary School [23]
- Vocational/Technical School [24]
- College/University [26]
- Other School [25]

### Community/State Organizations

- Library [27]
- Parks and Recreations [37]
- Social Service Organization [50]
- Community Service Organization [32]
- Religious Organization [35]
- Child Care Provider [51]
- Seniors' Center [36]
- Correctional Institution [33]
- Health Care Facility [34]
- Foundation [30]
- Corporation [31]

### Individuals

- Individual Artist [01]
- Individual Non-Artist [02]

### Government

- Government – Executive [38]
- Government – Judicial [39]
- Government – Legislative/House [40]
- Government – Legislative/Senate [41]

### Other

- None of the above [99]



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**Applicant Discipline  
Project Discipline**

**Crafts [07]**

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

**Dance [01]**

- A Ballet
- B Ethnic/Jazz
- C Modern

**Design Arts [06]**

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

**Folklife/Traditional Arts [12]**

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

**Humanities [13]**

**Interdisciplinary [11]**

**Literature [10]**

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

**Media Arts [09]**

- A Film
- B Audio
- C Video
- D Technology/Experimental

**Multidisciplinary [14]**

**Music [02]**

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

**Opera/Musical Theater [03]**

- A Opera
- B Musical Theater

**Photography [08]**

**Theater [04]**

- A General
- B Mime
- C Puppet
- D Theater for Young Audiences

**Visual Arts [05]**

- A Experimental
- B Graphics
- C Painting
- D Sculpture

**Non-Arts/Non-Humanities [15]**

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## Type of Activity

### Presentation

- Concert/Performance/Reading [05]
- Exhibition [06]
- Fair/Festival [08]

### Production

- Award/Fellowship [03]
- Artwork Creation [04]

### Organizational Support

- Operating Support [11]
- Organization Establishment [10]
- Professional Support –
  - Administrative [14]
- Professional Support – Artistic [15]
- Stabilization/Endowment/
  - Challenge [32]

### Teaching/Learning

- Apprenticeship [25]
- School Residency [20]
- Other Residency [21]
- Arts Instruction [12]
- Curriculum Development/
  - Implementation [31]
- Student Assessment [30]
- Seminar/Conference [22]
- Technical Assistance [34]
- Professional Development/
  - Training [29]

### Distribution

- Distribution of Art [24]
- Publication [17]
- Web Site/Internet Development [35]
- Broadcasting [36]

### Other

- Regranting [26]
- Audience Services [02]
- Research/Planning [19]
- Marketing [13]
- Building Public Awareness [33]
- Identification/Documentation [09]
- Recording/Filming/Taping [16]
- Repair/Restoration/Conservation [18]
- Equipment Acquisition [23]
- Translation [27]
- Writing About Art [28]

**None of the above [99]**

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## Arts Education

**99** None of this project involves arts education

**01** 50% or more of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

**02** Less than 50% of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

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## Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

- Accessibility [A]
- International [I]
- Presenting/Touring [P]
- Technology [T]
- Youth at Risk [Y]

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**Grantee Race****For INDIVIDUALS only**  
(indicate all that apply)

Asian [A]  
Black/African American [B]  
Hispanic/Latino [H]  
American Indian/Alaska Native [N]  
Native Hawaiian/Pacific Islander [P]  
White [W]

**For ORGANIZATIONS only**

(Select only one. Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.)

Asian [A]  
Black/African American [B]  
Hispanic/Latino [H]  
American Indian/Alaska Native [N]  
Native Hawaiian/Pacific Islander [P]  
White [W]  
No single group [99]

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**Project Race**

Asian [A]  
Black/African American [B]  
Hispanic/Latino [H]  
American Indian/Alaska Native [N]  
Native Hawaiian/Pacific Islander [P]  
White [W]  
No single group [99]